LEAF Chair of Finance, Risk & Audit

Purpose

The F R & A Committee is an advisory committee of the Trustee Board whose purpose is to review and make recommendations on all matters pertaining to Finance, Risk and Audit governance within the Charity.

Tenure

This is a voluntary, non-salaried appointment.

The Chair serves for an initial period of up to three years and subject to a resolution of the majority of serving trustees, may extend for a further period of up to 3 years. The Chair may be nominated internally from the serving Board of Trustees or selected independently externally.

Chair is responsible for:

- Chairing the Finance, Risk & Audit Sub Committee
- Advising and reporting to the Board in respect of Finance, Risk and Audit and developing improvement plans where required.
- Recommending auditor partners in a three-year review cycle (sooner if incumbent is perceived as inefficient tor ineffective.
- Supporting the Chair with the annual board election process and supporting the Nominations Committee to ensure the open and transparent election of qualified members to fill vacant board positions each year.
- Ensuring compliance with the Charity Commission requirements.

Key duties of the Chair are to:

- Chair the Finance, Risk & Audit Sub-Committee
- Work with the CEO and Executive to implement exemplar finance and risk processes and programmes aligned to the effective implementation of strategy across LEAF and LEAF Marque.
- Maintain regular communications with the Chair to ensure an effective partnership.

- Work with the Chair to oversee the Charity's Finance and Risk operations and strategic initiatives as required and work with the LEAF Marque Chair to ensure effective financial and risk synergies.
- Work with relevant board members to implement the Finance, Risk and Audit strategy.

Selection Criteria

Criteria	Essential qualities	Desirable qualities
Role-specific qualities	Expertise in Finances and Risk Management and mitigation. Understanding of Sustainability within food and farming and LEAF's work in this area. Strong leadership skills. Good communication skills, tact and diplomacy. Impartiality, fairness and the ability to respect confidences.	Knowledge and/or prior experience of Board leadership and governance, ideally in a comparable business or non-profit organisation.

Appendix:

Finance, Risk & Audit Committee – Terms of Reference

The Chair of the Finance, Risk and Audit Committee is responsible for:

- Ensuring a high standard of financial and risk management, governance and accountability.
- Supporting Trustees and the Board in fulfilling their financial and legal responsibilities.
- Overseeing, challenging and supporting LEAF's financial management and reporting on behalf of the Board.
- Ensuring a thorough review and update of the business risk register and ensuring legal compliance, reporting and recommending courses of corrective action and or improvements action where appropriate.
- Periodic auditor and finance support services reviews.

Duties

Key duties of the Chair are to:

- Take responsibility on behalf of the Board for the safety and prudent use of LEAF funds having diligently reviewed associated business risks.
- Advise the Board on the financial implications of any strategies or decisions under consideration and on the mitigation of any financial risks.
- Keep the Board informed about its financial duties and responsibilities and support board members to fulfil them.

- Support and monitor the development of the Board's annual budget to support its business plan, providing guidance and challenge to the Chief Executive, COO and senior Executive team as necessary.
- Support the Board in ensuring that LEAF funds are expensed in accordance with the approved budget.
- Report to the Board on a quarterly basis on the financial status of Charity against the approved budget.
- Approve expenditures for payment in line with the approved budget and authorisation procedures.
- Ensure that any equipment and assets are adequately maintained and insured.
- Ensure that appropriate financial policies, procedures and controls are in place, by leading the Board as necessary to develop and regularly review them.
- Monitor LEAF's financial management relative to its financial policies, procedures and controls and advise the Board as necessary on any issues.
- Support the preparation and audit of LEAF's annual accounts and any other external scrutiny as required and as required support tender process.
- Ensure the annual filing of Legal and statutory documents with appropriate authorities and as per applicable laws.

To apply please email teresa.andrews@leaf.eco